

## Online Forums

### Instructions and Tips

#### 1. Login

The first time you visit the Forum, you need to sign up for a username and password. This is different to your AWM

username and password, and you only need to register once. Email [membership@awmonline.com.au](mailto:membership@awmonline.com.au) to confirm or get it re-sent.

#### 2. Discussions

These appear on the homepage of the Forum, and any registered member can read and post in any open discussion. The regular discussions are at the top of the page, and you can scroll down for the scheduled discussions. These are closed for posting except within the scheduled times. Keep scrolling to read the archives.

**Click on the name of the Discussion to go through to the Topics page.**

#### 3. Topics

Topics are conversations within a larger discussion. For example, within 'On Writing', topics could include 'Character', 'Dialogue', 'Writing Features', 'Screenwriting', etc.

**Click on the title of the Topic to start posting in that conversation.**

#### 4. Posting

Now you've reached Posting; you can ask questions and discuss aspects of the Topic. Users have experimented with our software, and found the easiest display option is 'Outline'. We found it easier to keep track of posts and questions in this format. You can, of course, use any format you prefer. Format options can be found under the 'Options' tab in the right-hand corner of the discussion board. **Click on Options, and the drop-down menu will appear. Click on the format you would like to use. To add a post, use the 'Add Reply' buttons on the top and bottom of the discussion. You can also use 'Add Reply' on the right hand side of existing posts.** (This links directly to the existing post; make sure to select the option next to the post you would like to respond to.) You will be taken to a text box with editing capabilities. If pasting text from another document, you will need to make the text Plain Text, and then reformat it. **Write your post, and then click 'Add Reply'.** You'll be taken back to the discussion, and your post should appear as the most recent.

**To see new posts or check for new questions, click 'Refresh' on your browser.**

If you have any queries regarding the Forums or posting, email [membership@awmonline.com.au](mailto:membership@awmonline.com.au) or call +61 7 38391243.